

# **Basic Lab Skills for Wastewater Operators Workshop**

**December 11 - 12, 2007  
at the  
Department of Environmental Quality  
West Central Regional Office  
Roanoke, Virginia**



***Conducted by:*  
Department of Environmental Quality  
Office of Operator Training  
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## Description:

This two day workshop provides hands on instruction in the basic skills required to accurately perform wastewater related sampling and testing. The program covers lab water sources, equipment selection, equipment and glassware cleaning and storage, and the collection and preservation of representative samples. The program also includes hands-on experience in using glassware and lab instruments to dilute samples and chemicals and to prepare standards. It will also present the basic quality assurance considerations required at any facility performing permit related testing. The QA discussion will include the use of blanks, replicates, split samples and performance standards, procedures for the systematic verification of instrument accuracy, initial demonstration of competency (IDC) requirements and other quality assurance related topics.

## Who should attend:

If you are responsible for conducting your facility's sampling and testing, this program will be extremely beneficial.

## Time & Place

This program will be presented at the Department of Environmental Quality, West Central Regional Office in Roanoke, VA on December 11 - 12, 2007. The workshop will begin at 8:30 AM and will conclude at approximately 4:30 p.m. each day.

## Hotels & Driving Directions

Persons registering for the program will receive an informational package including directions to the training site and a list of nearby accommodations

## Breaks and Lunches

The registration fee does not include break refreshments or lunch.

## Course Approval

The Virginia Board for Waterworks and Wastewater Works Operators has approved the *"Basic Lab Skills for Wastewater Operators Workshop"* for 1.0 training credit

## Registration

Registration for the program is limited to 16 people. Only complete registrations (completed forms with payment) received by the DEQ Office of Finance will be considered.

## Registration Fees

There is a \$100.00 registration fee for this program. Fees should be submitted in the form of check or money order made payable to the Department of Environmental Quality. No purchase orders or credit cards are accepted. State Agencies should contact the Department's Finance Office (804 698-4162) for IAT procedures.

## Cancellation

We reserve the right to cancel any program when there are insufficient registrations. People who register will be notified of the cancellation and will receive a refund.

## Withdrawal Policy

Registrants who must withdraw should notify the Department as soon as possible. No refund is given if the Department is not notified at least 5 business days in advance of the start of class. Substitutions are permitted anytime before the start of class.

## Refund Policy

Registrants who cancel will receive a refund only if the Department receives notification at least 5 business days before the start of class. Substitutions are permitted anytime **before** the start of class.

## Additional Information

For additional information contact Jack Vanderland of the Department's Office of Operator Training in Richmond

Wayne Staples

Telephone (804) 698 - 4106  
email dwstaples@deq.virginia.gov

# Basic Lab Skills for Wastewater Operators Workshop DEQ, West Central Regional Office, Roanoke, VA December 11 – 12, 2007 Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send registration and \$100.00 fee to:

Office of Finance  
Department of Environmental Quality  
PO Box 1104  
Richmond VA 23218